



Village of Glen Ellyn
Planning & Development Department
535 Duane Street
Glen Ellyn, IL 60137
Phone: 630-547-5250; Fax: 630-547-5370
www.glenellyn.org

FENCE

BUILDING PERMIT APPLICATION

Permit Number _____

Date Issued _____

PROJECT: address _____
fence description _____

_____ Project Cost \$ _____

PROPERTY OWNER: print name _____
address _____
phone _____ fax _____ email _____

PERMIT APPLICANT (owner's agent): print name _____
company _____
address _____
phone _____ fax _____ email _____

CONTRACTOR (owner's agent): print name _____
company _____ registration number _____
address _____
phone _____ fax _____ email _____

REQUIRED INSPECTIONS:

1. Before any excavation work for the fence posts is started, underground utilities must be marked to avoid damage and to insure safety. The owner and owner's agents are responsible for calling 811 and obtaining a JULIE utilities survey.
2. The owner and owner's agents are responsible for calling the Planning & Development Department at 630-469-5250 and requesting a final inspection upon completion of the work. The inspection will confirm that the fence has been installed in accordance with the type and location approved on the building permit and no damages have occurred to the sidewalk, parkway and public trees.

BUILDING PERMIT FEE:

Village Code Section 4-1-4(A)3(g): The building permit fee is \$30 and includes the plan review and the final inspection.

CERTIFICATION:

The property owner and the permit applicant certify that the permit application information is true and correct, and that the work will be completed in compliance with the Village Code, and that any errors or omissions discovered in the permit documents shall not be construed to approve any work in violation of the Village Code, and that the issuance of a building permit or approval of a construction inspection shall not relieve the property owner or the owner's agent(s) of their responsibility to design, engineer and construct the work in compliance with the Village Code, and that the required final inspection will be requested when the work is completed and any discovered noncompliant conditions will be rectified.

Property Owner Signature (REQUIRED) Date Permit Applicant (Owner's Agent) Signature Date

BUILDING PERMIT APPROVED: _____
Building and Zoning Official Date

PLANNING & DEVELOPMENT FEES:

Building Project Fee \$ _____
 Sign Project Fee \$ _____
 Demolition Project Fee \$ _____
 Plan Review Fee \$ _____
 Site Develop. Review Fee \$ _____
 Demolition Tax \$ _____
 Demolition Inspection \$ _____
 Plumbing Inspection \$ _____
 _____ \$ _____
SUBTOTAL \$ _____

PUBLIC WORKS FEES:

Water Service Fee \$ _____
 Water Meter Fee \$ _____
 Sanitary Service Fee \$ _____
 Stormwater Connection Fee \$ _____
 GBWWA Fee \$ _____
 Demolition Set-up Fee \$ _____
 Water/San. Inspection \$ _____
 Driveway Inspection \$ _____
 Road Cut Inspection \$ _____
SUBTOTAL \$ _____

REFUNDABLE DEPOSITS:

Parkway \$ _____
 Sidewalk \$ _____
 Grading \$ _____
 Street \$ _____
 Tree \$ _____
 Demo Hydrant Meter \$ _____
 Exterior Appearance \$ _____
 Water Billing Account \$ _____
 _____ \$ _____
SUBTOTAL: \$ _____

FORESTRY FEES:

Tree Pres. Review Fee \$ _____
 Irrigation Inspection \$ _____
SUBTOTAL \$ _____

TOTAL BUILDING

PERMIT FEE: \$ _____

<u>ADDRESS</u>	<u>PERMIT #</u>		<input type="checkbox"/>	Inspections	Footing /Slab/Reinf.	Foundation Survey	Backfill	Fnd Wall/Reinforcing	Garage Foundation	Plumbing Underground	Electric Service	Height Certification	Frame Rough	Roof Rough	Electric Rough	Plumbing Rough	Mechanical Rough	Sprinkler Rough	Insulation	Fire Alarm/Sprinkler	Plumbing Final (Commercial)	Elevator Final	Building Final
	<u>Date</u>	<u>Initials</u>																					
			<input type="checkbox"/>																				

OTHER INSPECTIONS	REQ. ✓	DATE	INITIALS	REFUNDS	DATE	INITIALS
Landscape Final				ROD TO PW		
Grading Final				ROD TO AP		
Ord/Appearance Final						
Public Works						
Health Final						

INSPECTOR NOTES AND COMMENTS:

VILLAGE OF GLEN ELLYN - FENCE BUILDING PERMIT GUIDELINES*

REQUIRED SUBMITTALS:

A Plat of Survey must be marked with the proposed fence location and submitted with this application. A Plat of Survey that was required by a mortgage holder when the property was purchased may be used if it still reflects the existing conditions on the property or a new survey may be completed. The fence contractor will require a Plat of Survey to insure the fence location will be correctly located on your property. A description of the fence types, heights and materials should be provided on the application or may be submitted on the contractor's proposal form.

REFERENCE DIAGRAMS AND INFORMATION:

1. The Fence Work Sheet is intended to identify the permitted location of certain types and heights of fences. Please use this worksheet to check that the fence type and height is correctly marked on your Plat of Survey. This worksheet does not reflect all possible fence locations and property configurations.
2. The International Residential Code Section AG 105 specifies the fence requirements when enclosing a swimming pool.
3. The Utility Easement Affidavit allows the construction of a fence in a utility easement with conditions.
4. The Drainage Easement Affidavit allows the construction of a fence in a drainage easement with conditions.

CONTRACTOR REGISTRATION:

The contractor you select to install the fence must be registered with the Village of Glen Ellyn prior to the issuance of the Fence Building Permit. The contractor registration regulations, specified in Village Code Section 4-1-11, and the Contractor Registration Application are available on the Village Website.

DEFINITIONS: Zoning Code definitions underlined:

Accessory Structure: Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground, on the same lot with and of a nature customarily incidental and subordinate to the principal structure.

Easement: a limited right to make use of a property owned by another, typically indicated on a Plat of Survey but may be specified in the deed to the property.

Fence: A tangible barrier constructed of any allowable material erected for the purpose of providing a boundary or as a means of protection, or to prevent uncontrolled access, or for decorative purposes (such as an ornamental gate or ornamental gates), and/or to screen from viewers in or on adjoining properties and streets, materials stored and operations conducted behind it. A tangible barrier constructed of any allowable material erected for the purpose of providing a boundary or as a means of protection, or to prevent uncontrolled access, or for decorative purposes (such as an ornamental gate or ornamental gates), and/or to screen from viewers in or on adjoining properties and streets, materials stored and operations conducted behind it.

Fence, Open: A fence, including entrance and exit gates, designed and constructed so that the surface area of any segment of such fence contains at least 33.3 percent open spaces, as compared to solid materials.

Fence, Solid: A fence, including solid entrance and exit gates, which effectively conceals from viewers in or on adjoining properties and streets, materials stored and operations conducted behind it.

Floodplain: Land that is subject to a one percent chance of flooding annually or subject to the 100 year flood and designated on a Flood Insurance Rate Map available for reference in the Planning & Development Department.

Plat of Survey: A plan or map showing property boundaries, structures, and geographic features generated and certified by a licensed land surveyor.

Setback Line: A line generally parallel with and measured from the lot line, defining the limits of a yard within which no building or structure may be located above ground, except as may be permitted by the Code.

Visibility (or Safe Sight) Triangle: That portion of a corner lot between intersecting property lines (actual or extended) parallel to streets and a straight line connecting them at points 30' distant from the point of intersection.

ZONING REGULATIONS:

Section 10-5-4(A)3: A fence is one of the three maximum number of accessory structures permitted on a lot and the fence must be of one consistent type on a lot.

Section 10-5-4(A)4: Fences may be installed up to the property line. No part of a fence, including the post hole excavation may extend beyond the property line without being indicated on the Plat of Survey and without the written approval of the adjacent property owner. An ornamental gate or arbor entry as part of the fence is permitted beyond the setback line provided it is open and not more than 8 feet wide or 8 feet high.

Section 10-5-5(B)4-11 When in compliance with the following regulations, a fence is permitted at any location on a lot.

a. Limitations:

- 1) A fence must be 33.3% open when located in the front and corner side yard setbacks. See the Fence Work Sheet for the location of front and corner side yards.
- 2) Material (such as barbed wire, electrified, or any matter) that creates a system that is inherently dangerous to a pedestrian using the public sidewalks or public rights-of-way is prohibited.
- 3) Exposed structural elements shall face toward the property on which the fence is constructed.
- 4) In the Residential Estate district, chain link fences shall be prohibited in the front yard and corner side yard.

b. Height:

- 1) Measured from ground level on the inside of the fence to the highest point of the fence
- 2) 3' maximum in visibility triangle
- 3) 6'6" **maximum for fence located no closer to the street than the principal structure on a lot
- 4) 4' maximum all other areas of the lot

c. Allowance:

- 1) On lots fronting on two non-intersecting streets, a 6'6" ** tall fence shall be permitted if a no-access provision has been recorded for that frontage and if the rear of the homes on both adjacent lots are facing the same street. Such fence shall be positioned 4' inside the property line and maintained with viable shrubs planted 4' on center along the outside of the fence in perpetuity
- 2) Masonry columns no greater than 2' x 2' in size and placed no closer than 8' on center

** The specified 6'-6" maximum fence height includes an allowance for the fence posts or decorative post caps to extend up to 6 inches above the maximum fence height of 6 feet. This also applies to all other fences that may be provided with extended posts or decorative caps up to 6 inches above the 3 foot or 4 foot maximum fence height.

BUILDING REGULATIONS:

A building permit is not required to remove a fence or for the repair and maintenance of a fence provided not more than 20% of the existing fence posts are replaced, or not more than 20% or 300 square feet of the existing fence panels, boards, pickets, fabric, or other fence material is replaced.

If the fence is any part of the required safety barrier around a swimming pool, the fence must comply with the 2009 IRC Building Code Section AG 105 to secure the pool from unauthorized access or unsupervised use.

Fences are prohibited in utility and drainage easements to protect and maintain existing and allow new public facilities to be installed without obstructions. If a fence is proposed in an easement, it may be permitted if an affidavit is submitted and approved, or if a waiver is received from each utility service provider.

STORM WATER REGULATIONS:

The 2013 DuPage County Countywide Stormwater & Flood Plain Ordinance Section 15-27 requires that a fence shall not unreasonably increase flood elevations or velocity, decrease flood conveyance capacity upstream or downstream of the property, or cause soil erosion or sediment deposits. The staff engineer may prohibit a fence, restrict the type of fence material, require a space between the bottom of the fence and the grade, or require other measures for compliance with the storm water regulations.

TREE PRESERVATION REGULATIONS:

Prior to removing or pruning any existing public tree to allow the installation of a fence, the contractor must be registered with, and obtain a permit from, the Public Works Department in accordance with Village Code Section 4-8-3(H). Adjacent property owners are solely responsible for the resolution of any damages to a private tree or landscaping on or near a lot line between private properties as a result of the fence installation.

**Note: These guidelines are not a substitute for the complete regulations provided in the Village Code and are for reference purposes only. In the event of a conflict, error, or omission, the Village Code regulations shall apply.*



**VILLAGE OF GLEN ELLYN
DRAINAGE EASEMENT(S) AFFIDAVIT
FOR THE CONSTRUCTION OF A FENCE**

PROPERTY OWNER(S) NAME: _____

PROPERTY OWNER(S) ADDRESS: _____

PROPERTY ADDRESS: _____

PROPERTY IDENTIFICATION NUMBER (PIN): _____

I, the undersigned, acknowledge that the attached permit application is for a fence constructed of spaced posts and panels which encroaches in whole, or in part, into a recorded drainage easement. Drainage easements are defined as easements granted to the Village for the conveyance of storm water.

I acknowledge that I, the Owner, shall construct the fence so as not to impede the flow of storm water through the easement in its historic manner and be constructed of materials and in a configuration and location as approved by the building official.

I further realize that the Village of Glen Ellyn may, at any time in the future, request access to the easement area, for any purpose, and that I, as the Owner, may be required to cease any activity or remove any improvement authorized under the Village permit(s) at my own expense.

I acknowledge that the issuance of a permit by the Village of Glen Ellyn does not affect, in any way, any right, liability, responsibility, duty or obligation pursuant to the easement conditions and terms nor is the issuance of a permit, a license or grant of authority to engage in any use or improve the subject area in any manner contrary to the terms and conditions of the easement. I further acknowledge that the Village of Glen Ellyn does not warranty or guaranty any applicant representations regarding his/her rights, liabilities, responsibilities, duties or obligations under the terms and conditions of the easement.

Signature of Property Owner:

By: _____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public



**VILLAGE OF GLEN ELLYN
UTILITIES EASEMENT AFFIDAVIT
FOR THE CONSTRUCTION OF A FENCE**

PROPERTY OWNER(S) NAME: _____

PROPERTY OWNER(S) ADDRESS: _____

PROPERTY ADDRESS: _____

PROPERTY IDENTIFICATION NUMBER (PIN): _____

I, the undersigned, acknowledge that the attached permit application is for a fence constructed of spaced posts and panels which encroaches in whole, or in part, into a recorded utility easement. I further acknowledge that I, the Owner, shall notify all affected utility easement holders and inform them of the contemplated development or activity to occur within their designated easement area(s) and obtain their approval. Utility easements are defined as easements granted to a public entity, a publicly regulated utility or an entity using the easement for electronic transmission.

I recognize that the failure to obtain all required approval(s) from easement holder(s) renders any permit issued by the Village of Glen Ellyn null and void and without any further effect. I also recognize, as Owner, should any permit be deemed null and void I am obligated under the laws and ordinances of the Village of Glen Ellyn to immediately cease and desist activity and/or remove all improvements erected, built, constructed or relocated by the permit at my own expense. I acknowledge that the easement holder may remove the fence at any time without any claim from me.

I realize that the easement holder may, at any time in the future, request access to the easement area, for any purpose, and that I, as the Owner, may be required to cease any activity or remove any improvement authorized under the Village permit(s) at my own expense. I further realize that I, as the owner, am responsible for any damages to existing utilities as a result of the construction, maintenance, or removal of the fence.

I acknowledge that the issuance of a permit by the Village of Glen Ellyn does not affect, in any way, any right, liability, responsibility, duty or obligation pursuant to the easement conditions and terms nor is the issuance of a permit, a license or grant of authority to engage in any use or improve the subject area in any manner contrary to the terms and conditions of the easement. I further acknowledge that the Village of Glen Ellyn does not warranty or guaranty any applicant representations regarding his/her rights, liabilities, responsibilities, duties or obligations under the terms and conditions of the easement.

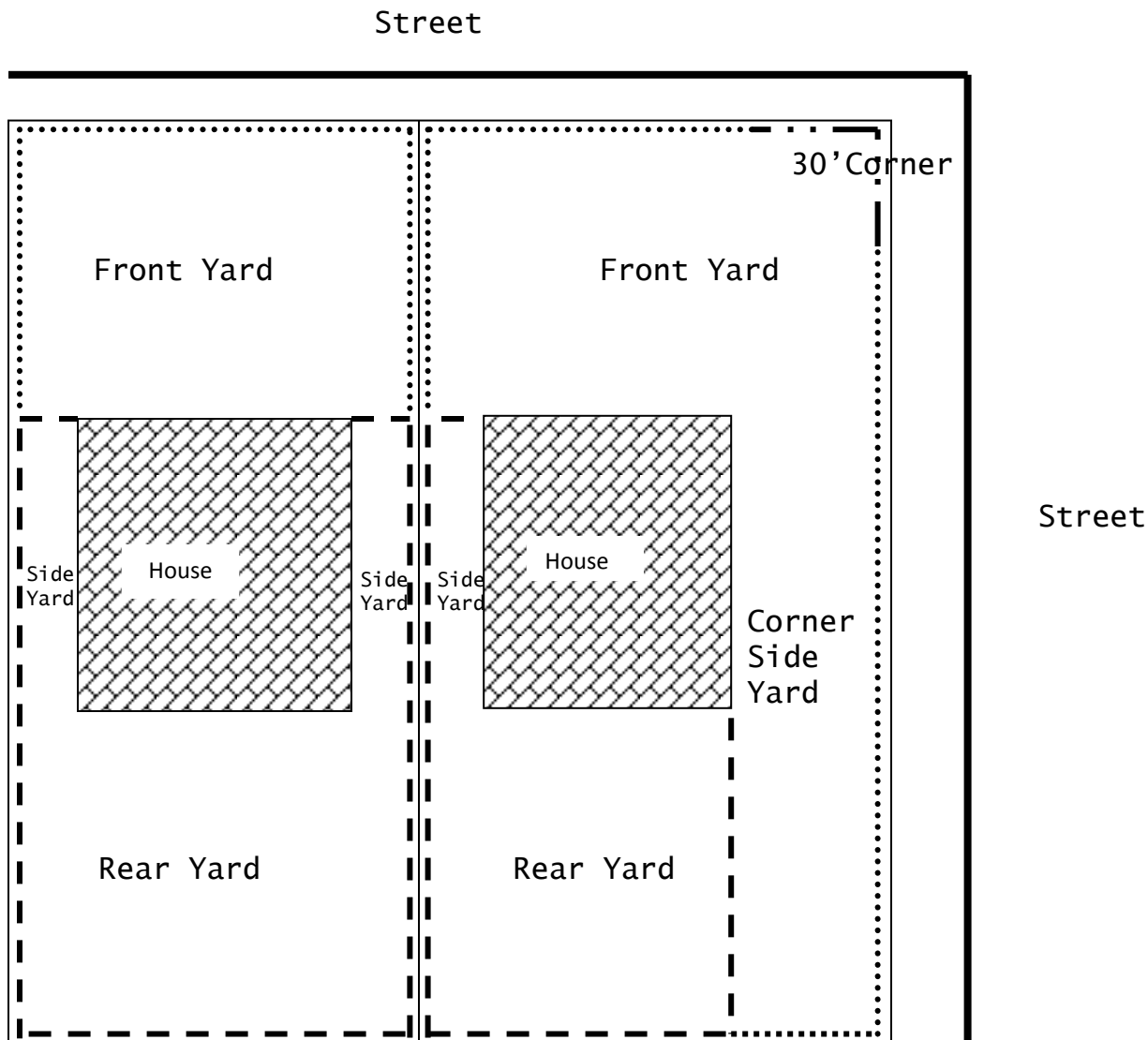
Signature of Property Owner:

By: _____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public

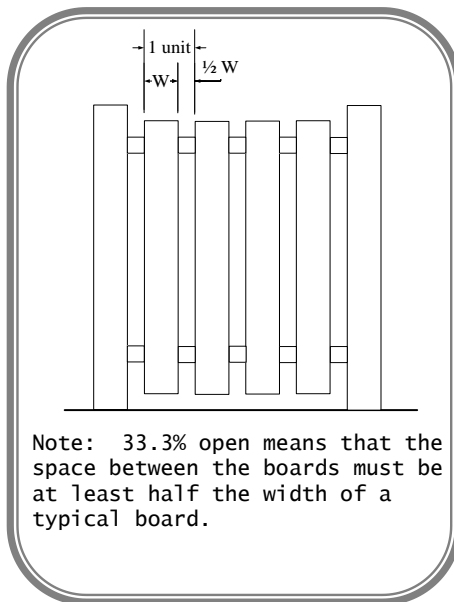
Fence Guidelines



INTERIOR LOT

CORNER LOT

- 4 Feet maximum height, 33.3% open min.
- 3 Feet maximum height, 33.3% open min. - . . - . . - . . - . .
- 6 Feet maximum height, solid permitted - - - - -
- Property line _____
- Street _____



APPENDIX G

SWIMMING POOLS, SPAS AND HOT TUBS

(The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.)

SECTION AG101 GENERAL

AG101.1 General. The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the *lot* of a one- or two-family dwelling.

AG101.2 Pools in flood hazard areas. Pools that are located in flood hazard areas established by Table R301.2(1), including above-ground pools, on-ground pools and in-ground pools that involve placement of fill, shall comply with Sections AG101.2.1 or AG101.2.2.

Exception: Pools located in riverine flood hazard areas which are outside of designated floodways.

AG101.2.1 Pools located in designated floodways. Where pools are located in designated floodways, documentation shall be submitted to the *building official*, which demonstrates that the construction of the pool will not increase the design flood elevation at any point within the *jurisdiction*.

AG101.2.2 Pools located where floodways have not been designated. Where pools are located where design flood elevations are specified but floodways have not been designated, the applicant shall provide a floodway analysis that demonstrates that the proposed pool will not increase the design flood elevation more than 1 foot (305 mm) at any point within the *jurisdiction*.

SECTION AG102 DEFINITIONS

AG102.1 General. For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

ABOVE-GROUND/ON-GROUND POOL. See "Swimming pool."

BARRIER. A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

HOT TUB. See "Swimming pool."

IN-GROUND POOL. See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling or a one-family *townhouse* not more than three stories in height.

SPA, NONPORTABLE. See "Swimming pool."

SPA, PORTABLE. A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating *equipment* are an integral part of the product.

SWIMMING POOL. Any structure intended for swimming or recreational bathing that contains water over 24 inches (610

mm) deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas.

SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

SWIMMING POOL, OUTDOOR. Any swimming pool which is not an indoor pool.

SECTION AG103 SWIMMING POOLS

AG103.1 In-ground pools. In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG108.

AG103.2 Above-ground and on-ground pools. Above-ground and on-ground pools shall be designed and constructed in conformance with ANSI/NSPI-4 as listed in Section AG108.

AG103.3 Pools in flood hazard areas. In flood hazard areas established by Table R301.2(1), pools in coastal high hazard areas shall be designed and constructed in conformance with ASCE 24.

SECTION AG104 SPAS AND HOT TUBS

AG104.1 Permanently installed spas and hot tubs. Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-3 as listed in Section AG108.

AG104.2 Portable spas and hot tubs. Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6 as listed in Section AG108.

SECTION AG105 BARRIER REQUIREMENTS

AG105.1 Application. The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

AG105.2 Outdoor swimming pool. An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of

- the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
 3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
 4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed $1\frac{3}{4}$ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed $1\frac{3}{4}$ inches (44 mm) in width.
 5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed $1\frac{3}{4}$ inches (44 mm) in width.
 6. Maximum mesh size for chain link fences shall be a $2\frac{1}{4}$ -inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than $1\frac{3}{4}$ inches (44 mm).
 7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than $1\frac{3}{4}$ inches (44 mm).
 8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - 8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
 - 8.2. The gate and barrier shall have no opening larger than $\frac{1}{2}$ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
 9. Where a wall of a *dwelling* serves as part of the barrier, one of the following conditions shall be met:
 - 9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346; or
 - 9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and *labeled* in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
 - 9.3. Other means of protection, such as self-closing doors with self-latching devices, which are *approved* by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.
 10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:
 - 10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
 - 10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

AG105.3 Indoor swimming pool. Walls surrounding an indoor swimming pool shall comply with Section AG105.2, Item 9.

AG105.4 Prohibited locations. Barriers shall be located to prohibit permanent structures, *equipment* or similar objects from being used to climb them.

AG105.5 Barrier exceptions. Spas or hot tubs with a safety cover which complies with ASTM F 1346, as listed in Section AG107, shall be exempt from the provisions of this appendix.

SECTION AG106 ENTRAPMENT PROTECTION FOR SWIMMING POOL AND SPA SUCTION OUTLETS

AG106.1 General. Suction outlets shall be designed and installed in accordance with ANSI/APSP-7.